

St. Louis County Law Library Board Meeting Minutes
April 25, 2013

Board Members present: In person: Mary Asmus, Don Erickson, Commissioner Nelson
Teleconferencing: Rachel Sullivan
Not Present:: Judge Mark Starr

Also Present: Tony Rubin, Law Library Consultant
Corrie Voorhees, Law Library Intern

Agenda Item 1: Law Library Consultant and Intern's Updates

- 1) Corrie Voorhees, Law Library Intern - introduction
- 2) State Law Library contract services update:
 - a. State Law Library 1-800 number Delayed, but contract with State Law Library extended by two months
 - b. Consultant and Intern collaboration to create the regional service provider list
 - c. Consultant and Intern work re: the Duluth "keep" materials list
 - i. Step 1: DBLA identify historically significant materials. (completed)
 - ii. Step 2: Law Library Consultant recommendations. (completed)
 - iii. Step 3: State Law Librarian recommendations and approval. (completed)
 - iv. Step 4: Spreadsheet of Steps 1, 2, and 3 to be sent to Board Members for review
- 3) Website, Policies and Procedures:

Motion by Don Erickson, second by Mary Asmus, to authorize Consultant and Intern to update/edit website to provide user friendly access to legal information for members of the community, including professionals, and to prove a Suggestions/Feedback feature on the site with the Law Library board to retain "publishing" control and oversight..

In favor: Mary Asmus, Don Erickson, Commissioner Nelson, Rachel Sullivan.

Motion carries 4-0.

- 4) Virginia and Hibbing Law Library Reorganization:
 - a. Status Update by Consultant and Intern

Directive Motion by Commissioner Nelson, second by Don Erickson, to authorize Board Chair Sullivan to address employment issues with County Administration.

In favor: Mary Asmus, Don Erickson, Commissioner Nelson, Rachel Sullivan.

Motion carries 4-0.

Agenda Item 2: Duluth Law Library G-Level Update

Project is moving forward at County level. Timeline to be provided when available.

Agenda Item 3: Governance Discussion

Motion by Don Erickson, second by Mary Asmus, to authorize the County Attorney's office to start the process for a summer internship position.

In favor: Mary Asmus, Don Erickson, Commissioner Nelson, Rachel Sullivan.

Motion carries 4-0.

Discussion re: possible future expansion of Law Library services and Consultant's role

Agenda Item 4: Tony Rubin Invoicing

Discussion of future invoicing with review after the second fiscal quarter

Motion to adjourn by Mary Asmus, second by Don Erickson.

In favor: Mary Asmus, Don Erickson, Commissioner Nelson, Rachel Sullivan.

Motion carries 4-0.

Next meeting: Thursday, May 30 at noon in the Billson Room, Fifth Floor of the St. Louis County Courthouse in Duluth.

Respectfully Submitted,

/s/ Donald C. Erickson

Donald C. Erickson, Secretary